

## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Administrative Records

Schedule Number:  
000-12-15

#### Authorization and Approval


Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

Date Approved: March 6, 2012

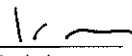
**General Retention Schedule for  
All Public Bodies  
Administrative Records**

<b><u>Item #</u></b>	<b><u>Records Series</u></b>	<b><u>Retention (Yrs.)</u></b>	<b><u>Start of Retention</u></b>
1.	Accident and Fire Prevention Program Records (including lists of first aid trained personnel)	1	After superseded or obsolete
2.	Administrative Directives (Fire Districts only)	6	After calendar year created or received
3.	Advertisements	3	After calendar year published
4.	Appointment Calendars	1	After calendar year of last entry
5.	Assurance Statements (statement from Public Body concerning retention and maintenance of permanent electronic records; office copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR)/History and Archives Division)		Send original records to ASPAPR. Destroy agency copy after superseded or obsolete
6.	Certificates of Compliance (certificate from microfilm vendors verifying microfilm meets Arizona State Library, Archives and Public Records (ASLAPR) standards; office copy, official copy at ASLAPR/History and Archives Division)		Send original records to ASPAPR. Destroy agency copy after superseded or obsolete
7.	Citizenship Verification Records (When applying for public benefit in response to ARS §1-501, §1-502 and similar)		
	a. Filed with application paperwork	-	Retain per retention requirements for corresponding application records
	b. Filed separately from application paperwork		
	i. application approved	-	Retain as long as applicant receives benefits

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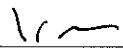
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	ii. application denied	3	After denied
8.	Customer Service Records (including comment cards, customer surveys and complaints)	-	After administrative or reference value has been served
9.	File Plans		After superseded or obsolete
10.	General Correspondence (including public records requests, forms and other letters; memos; and other related records not related to a specific project or case, not on a Records Retention Schedule and not executive correspondence)	-	After administrative or reference value has been served
11.	Highly Qualified Teacher Forms (School Districts and Charter Schools only)	5	After fiscal year created or received
12.	Logs (including telephone message logs, sign-in sheets and other related records)	-	After administrative or reference value has been served
13.	Office Internal Administrative Records (including non-policy work procedures/manuals, office assignments, work schedules, duty rosters and other related records)	-	After superseded or obsolete or after administrative or reference value has been served, whichever is later
14.	Permit Records (records obtained by Public Body and not permits issued by Public Body, for example alarm permits)	3	After permit expired, cancelled or revoked

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15.	Progress/Activity/Statistical Reports and Performance Measurement Records (including weekly or monthly reports to supervisors and managers, status reports, metrics, benchmarks and other oversight and compliance records but not including official agency annual report)	-	After administrative or reference value has been served
16.	Records Retention Schedules (office copy, official copy at Arizona State Library, Archives and Public Records ASLAPR)/Records Management Division)	-	After superseded or obsolete or after administrative or reference value has been served, whichever is later
17.	Reports of Records Destruction/Single Requests for Records Destruction/Transfer (office copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR)/Records Management and History and Archives Divisions)	-	Send original records to ASLAPR. Destroy agency copy after administrative or reference value has been served
18.	Requests for Imaging Implementation (office copy, official copy at Arizona State Library, Archives and Public Records (ASLAPR)/Records Management Division)	-	Send original records to ASPAPR. Destroy agency copy after superseded or obsolete
19.	School District Employee Reports (SDER) (School Districts and Charter Schools only)	3	After fiscal year submitted
20.	Source Records a. Data entry forms (including records used to update databases or other data collecting systems)	-	After entered data is verified

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	b. Electronic and Microfilm	-	After film or image is verified unless specified differently on approved Request for Imaging form
21.	Staff Meeting Minutes (routine staff meetings where policy is not set)	-	After administrative or reference value has been served
22.	Surveillance Tapes	-	After administrative or reference value has been served (Tape may be recorded over)
23.	Survey Records	-	After administrative or reference value has been served
24.	Title I and Title VII Records (Public Bodies operating schools only)	4	After fiscal year created or received
25.	Training Records (where training class is given by Public Body and does not include records of individual employees' attendance at training classes or their training history (those records are found on the Human Resources/Personnel Retention Schedule))		
	a. Syllabi, handouts and presentation materials	6	After superseded or obsolete
	b. Attendance lists, evaluations and other related records	5	After fiscal year training given
26.	Transitory Materials (including records of limited reference value, letters of transmittal and informational bulletins)	-	After administrative or reference value has been served

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27.	Voice Mail a. Records providing substantive information or direction and may be required for ongoing legal, fiscal, administrative or operational purposes b. All other records	-  -	Retain for the same period as required for other forms of the same records series  After administrative or reference value has been served
28.	Working Records (including notes, drafts, feeder reports and other related records used in the development of final or summary records)	-	After final records created

**Supersedes schedules dated October 18, 2011**